



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: SAFETY SPECIALIST I - II

DEFINITION: Under general supervision, assists in the administration of the Citywide Safety Program and may perform as a program staff specialist or as a department safety specialist coordinating the safety programs and having functional responsibility for safety activities within a City department.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Performs the full range of duties of the classification (journey-level)

Grade Level II Performs the complex duties of the classification and serves as the primary department safety specialist or primary Citywide Safety Program staff specialist; requires a minimum of four (4) years of recent experience offering specific and substantial preparation for the duties of the position

EXAMPLE OF DUTIES:

- Assists in developing and evaluating safety goals and standards;
- Assists and advises management in promotion of an overall safety culture;
- Advises employees and supervisors on injury prevention and safety related matters;
- Performs safety inspections of offices, grounds, shops, construction work sites, equipment, vehicles, and tools for compliance with Cal/OSHA safety standards and other standards including ANSI and NFPA;
- Provides on-site or classroom type training and instruction on a wide range of safety related matters such as hazard communication, accident investigation, injury & illness prevention plan, personal protective equipment, and other subjects;
- Conducts industrial hygiene sampling including indoor air quality assessments, noise exposure monitoring, and chemical exposure monitoring; utilizes computerized systems to track and identify accident causes to make recommendations for the prevention of similar injuries and illnesses;
- Prepares statistical reports and correspondence related to program evaluation and performance measures;
- Oversees the maintenance of required records and reports; makes recommendations on Citywide safety policies and standards; develops instructional materials for safety related topics; and
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- A Bachelor's degree from a recognized college or university in Safety Management, Safety Technology, Industrial Hygiene, Environmental Technology, Environmental Science, or a closely related field, **and** recent experience in safety education, industrial hygiene, and/or facility safety inspections. Experience offering specific and

substantial preparation for the duties may be substituted for the required education on a year-for-year basis. **OR**

Possession of any of the following professional certificates: Associate Safety Professional by the Board of Certified Safety Professionals, Occupational Health and Safety Technologist by the Council on Engineering and Scientific Specialty Boards, Certified Associate Industrial Hygienist by the American Board of Industrial Hygiene, Associate in Loss Control Management by the Council on Certification of Health, Environmental, and Safety Technologists, or other equivalent professional safety certifications that will be considered for qualifying on a case-by-case basis

- Ability to communicate both orally and in writing.
- Ability to independently apply procedures and regulations affecting safety operations.
- A working knowledge of California Code of Regulations, Title 8, Chapter 3.2.
- Willingness to respond to emergency calls at night and on weekends.
- Willingness to travel occasionally as required.
- A valid California driver's license.

HISTORY:

- Title change from Accident Prevention Coordinator I-II to Safety Specialist I-II: 11/10/04
- Title change from Safety Specialist to Accident Prevention Coordinator I-II: 06/27/80
- Revision Dates: 10/17/83
- Approval/Adoption Date: 11/10/04